SquirrelMail
WebMail for Nuts

BROOKDALE
Center for Teaching, Learning and Technology

TABLE OF CONTENTS

LOGIN **3**

INBOX **5**

FOLDER LIST 5
TOOLBAR 6
MESSAGE LIST 7
TO REORDER MESSAGES 7
TO READ A MESSAGE 7
TO COMPOSE A NEW MESSAGE 9
TO SEND A MESSAGE 10
TO ADD AN ATTACHMENT 11
TO DELETE AN ATTACHMENT 11
TO REPLY TO A MESSAGE 11

ADDRESSES **12**

TO ADD AN ENTRY IN THE PERSONAL ADDRESS BOOK 12
TO EDIT AN ENTRY IN THE PERSONAL ADDRESS BOOK 13
TO DELETE AN ENTRY IN THE PERSONAL ADDRESS BOOK 13
TO ADD RECIPIENTS USING THE ADDRESS BOOK 14
TO SEARCH THE ADDRESS BOOK 14

FOLDERS **15**

TO CREATE A FOLDER 15
TO RENAME A FOLDER 16
TO DELETE A FOLDER 16
TO SUBSCRIBE/UNSUBSCRIBE 16

OPTIONS **17**

PERSONAL INFORMATION 18
DISPLAY PREFERENCES 20
MESSAGE HIGHLIGHTING 23
FOLDER PREFERENCES 24
INDEX ORDER 26
SPELL CHECKER OPTIONS 26
VACATION MESSAGE AND FORWARD ADDRESS 27
To Add a Forwarding Address 27
To Remove a Forwarding Address 27
To Add a Vacation Message 27
To Change a Vacation Message 29
To Delete a Vacation Message 30

SEARCH **31**

HELP **32**

CALENDAR **33**

TO NAVIGATE THE CALENDAR 34
TO ADD AN APPOINTMENT, EVENT, OR MEETING 35
TO EDIT AN APPOINTMENT, EVENT, OR MEETING 36
TO DELETE AN APPOINTMENT, EVENT, OR MEETING 37

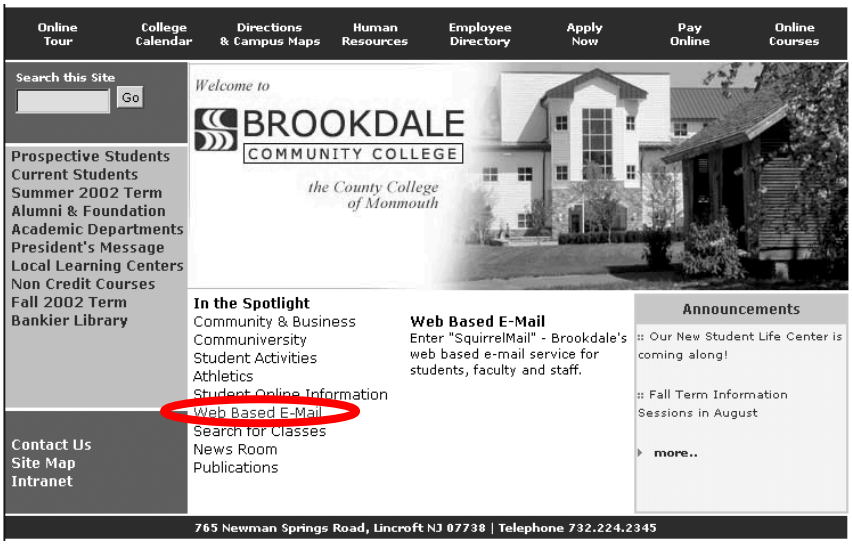
SEARCH FACULTY DIRECTORY **38**

TO SEND A MESSAGE USING THE STAFF DIRECTORY 39

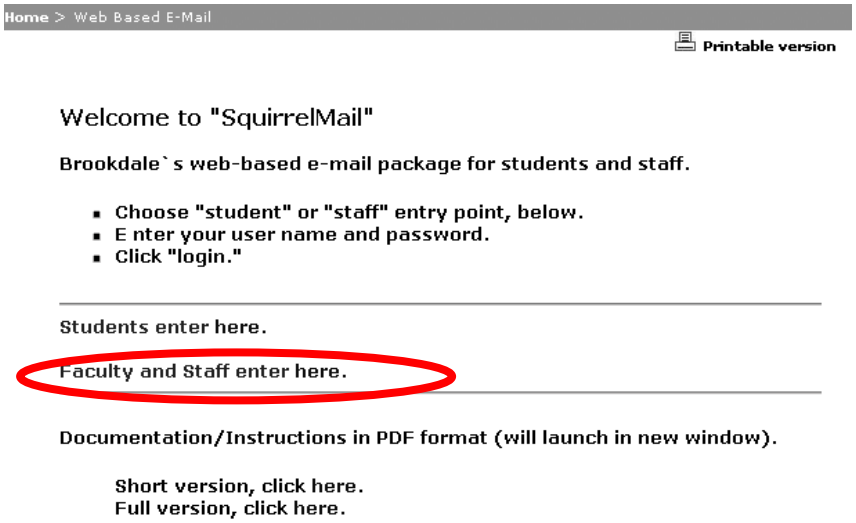
SquirrelMail gives you private access to your Brookdale e-mail account so that you can view your account from the Internet. SquirrelMail works with most browsers.

Login

There are two ways to reach SquirrelMail. Click on the **Web Based Email** link on the Brookdale homepage (http://www.brookdalecc.edu).

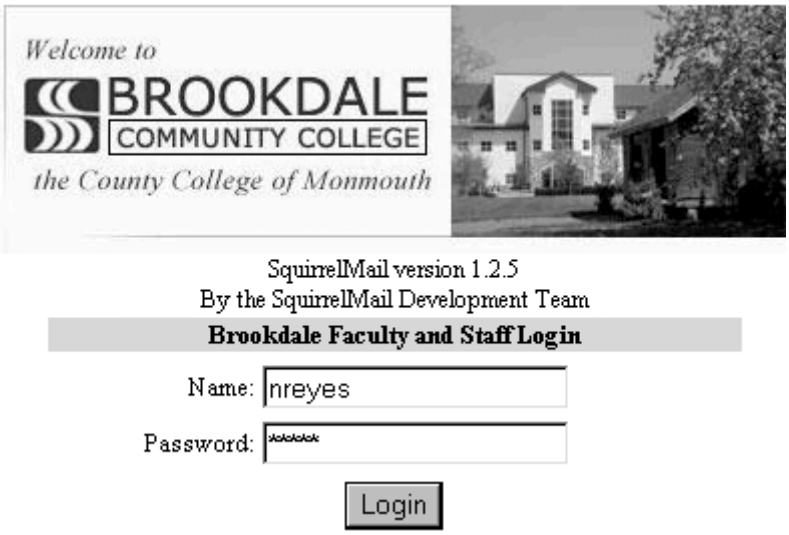


Click on the link **Faculty and Staff enter here.**


Home > Web Based E-Mail
Printable version
Welcome to "SquirrelMail"
Brookdale`s web-based e-mail package for students and staff.
Choose "student" or "staff" entry point, below.
E nter your user name and password.
Click "login."
Students enter here.
Faculty and Staff enter here.
Documentation/Instructions in PDF format (will launch in new window).
Short version, click here.
Full version, click here.

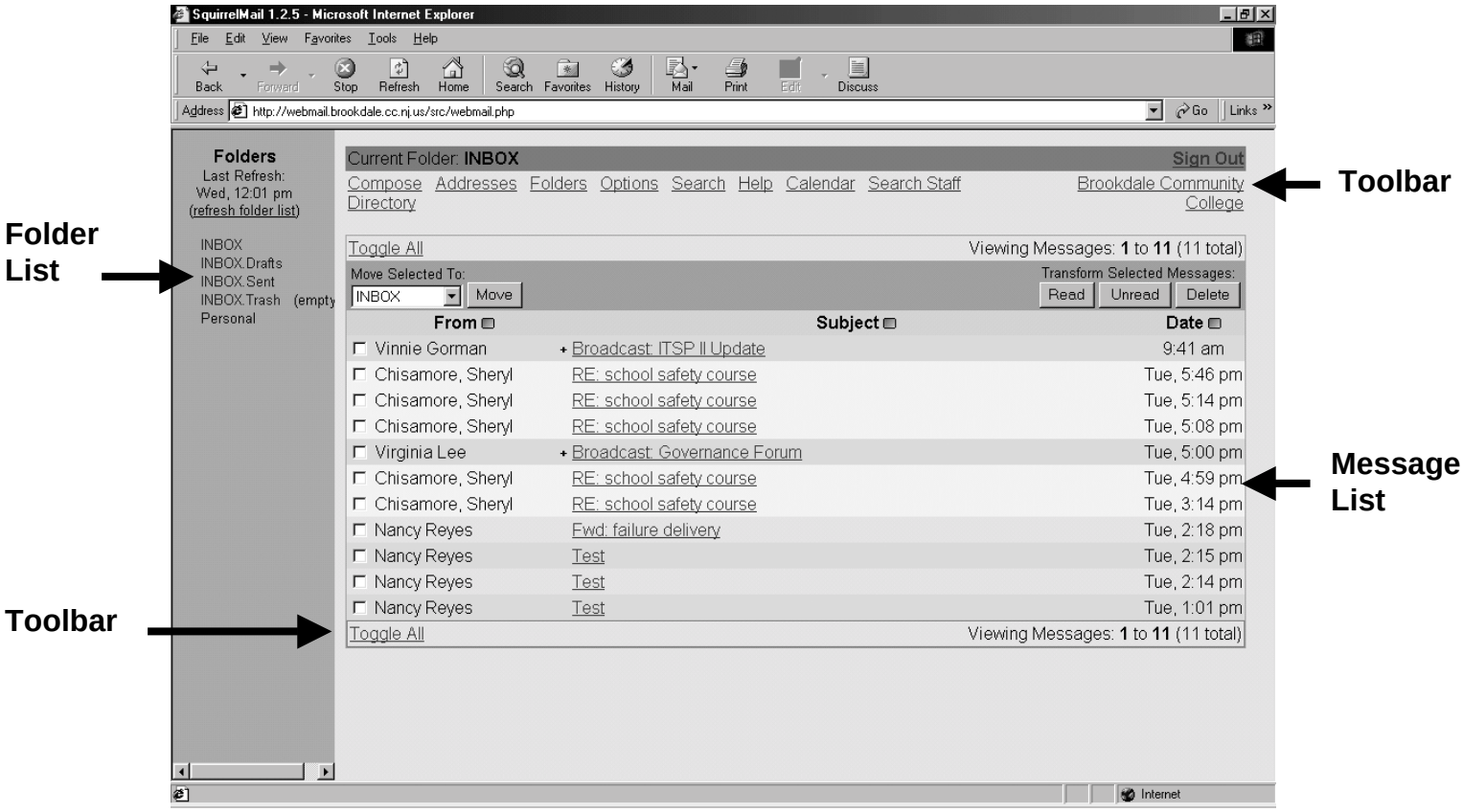
OR

Type http://webmail.brookdalecc.edu in the address bar of the browser to get to the login page. Enter your username and password. Click **Login** to go to your INBOX.



Inbox

Logging into SquirrelMail will automatically open your Inbox.


Folder List
Toolbar
Toolbar
Message List
SquirrelMail 1.2.5 - Microsoft Internet Explorer
Folders
Last Refresh: Wed, 12:01 pm
(refresh folder list)
INBOX
INBOX.Drafts
INBOX.Sent
INBOX.Trash (empty)
Personal
Current Folder: INBOX
Sign Out
Compose Addresses Folders Options Search Help Calendar Search Staff Directory
Brookdale Community College
Toggle All
Viewing Messages: 1 to 11 (11 total)
Move Selected To:
INBOX
Move
Transform Selected Messages:
Read Unread Delete
From
Subject
Date
Vinnie Gorman Broadcast: ITSP II Update 9:41 am
Chisamore, Sheryl RE: school safety course Tue, 5:46 pm
Chisamore, Sheryl RE: school safety course Tue, 5:14 pm
Chisamore, Sheryl RE: school safety course Tue, 5:08 pm
Virginia Lee Broadcast: Governance Forum Tue, 5:00 pm
Chisamore, Sheryl RE: school safety course Tue, 4:59 pm
Chisamore, Sheryl RE: school safety course Tue, 3:14 pm
Nancy Reyes Fwd: failure delivery Tue, 2:18 pm
Nancy Reyes Test Tue, 2:15 pm
Nancy Reyes Test Tue, 2:14 pm
Nancy Reyes Test Tue, 1:01 pm
Toggle All
Viewing Messages: 1 to 11 (11 total)
Internet

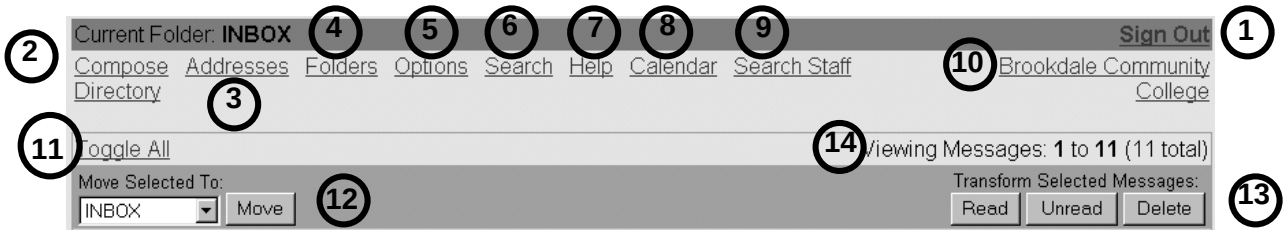
Folder List

The folder List is located in the left frame of the browser. It contains links to all the folders in your email account. To access a folder, click on the link.

The number of new messages in your Inbox will appear in parenthesis. Click **(refresh folder list)** to update the number.

Click **(empty)** to permanently delete the messages in the Trash.

Toolbar

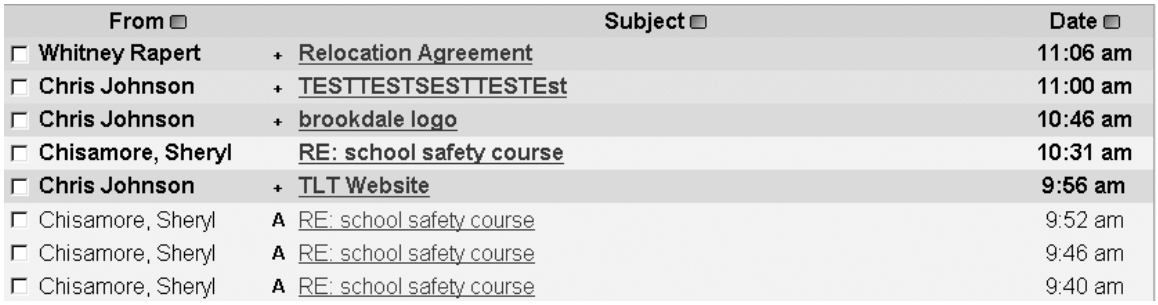


The toolbar allows for easy navigation through SquirrelMail.

1	Sign Out	Click to exit SquirrelMail.
2	Compose	Click to open a blank email message form.
3	Addresses	Click to open your personal address book.
4	Folders	Click to open the folder management utility.
5	Options	Click to open the options menus.
6	Search	Click to search your messages.
7	Help	Click to open the Help menu.
8	Calendar	Click to open the calendar feature.
9	Search Staff Directory	Click to search Brookdale staff directory.
10	Brookdale Community College	Click to go to the Brookdale homepage.
11	Toggle All	Click to select all messages.
12	Move Selected To	Click to move selected message(s) to another folder.
13	Transform Selected Messages	Click to change selected message(s) to Read, Unread, or Delete.
14	Viewing Messages…	Lists the total number of messages in the folder as well as the number you are currently viewing.

Message List

Unread Messages will appear in **bold** typeface. Read messages will appear in plain typeface.


From
Subject
Date
Whitney Rapert + Relocation Agreement 11:06 am
Chris Johnson + TESTTESTSESTTESTEst 11:00 am
Chris Johnson + brookdale logo 10:46 am
Chisamore, Sheryl RE: school safety course 10:31 am
Chris Johnson + TLT Website 9:56 am
Chisamore, Sheryl A RE: school safety course 9:52 am
Chisamore, Sheryl A RE: school safety course 9:46 am
Chisamore, Sheryl A RE: school safety course 9:40 am

To Reorder Messages

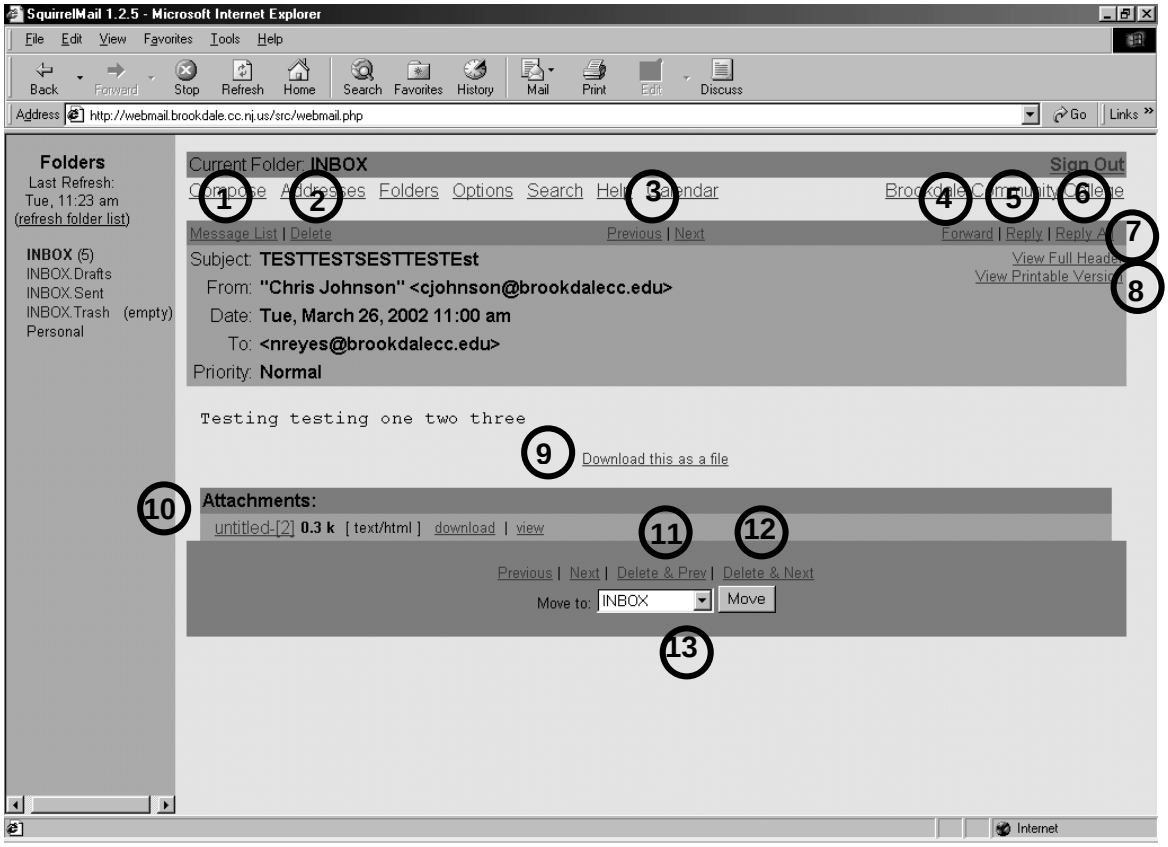
SquirrelMail allows the user to reorder the messages in the message list by **From**, **Subject**, or **Date**. To reorder the messages by either of these categories, click on the gray box next to the category name.

To Read a Message

Click on the subject of the email to read the message. The message will open in the same window. To the left of the subject, there may be the following symbols.

A	You have responded to this message.
+	There is an attachment.
!	The message is marked urgent.

If email and web addresses are included in the email message, the links will be live. Clicking on a link will open a new email message or open the URL in another window.

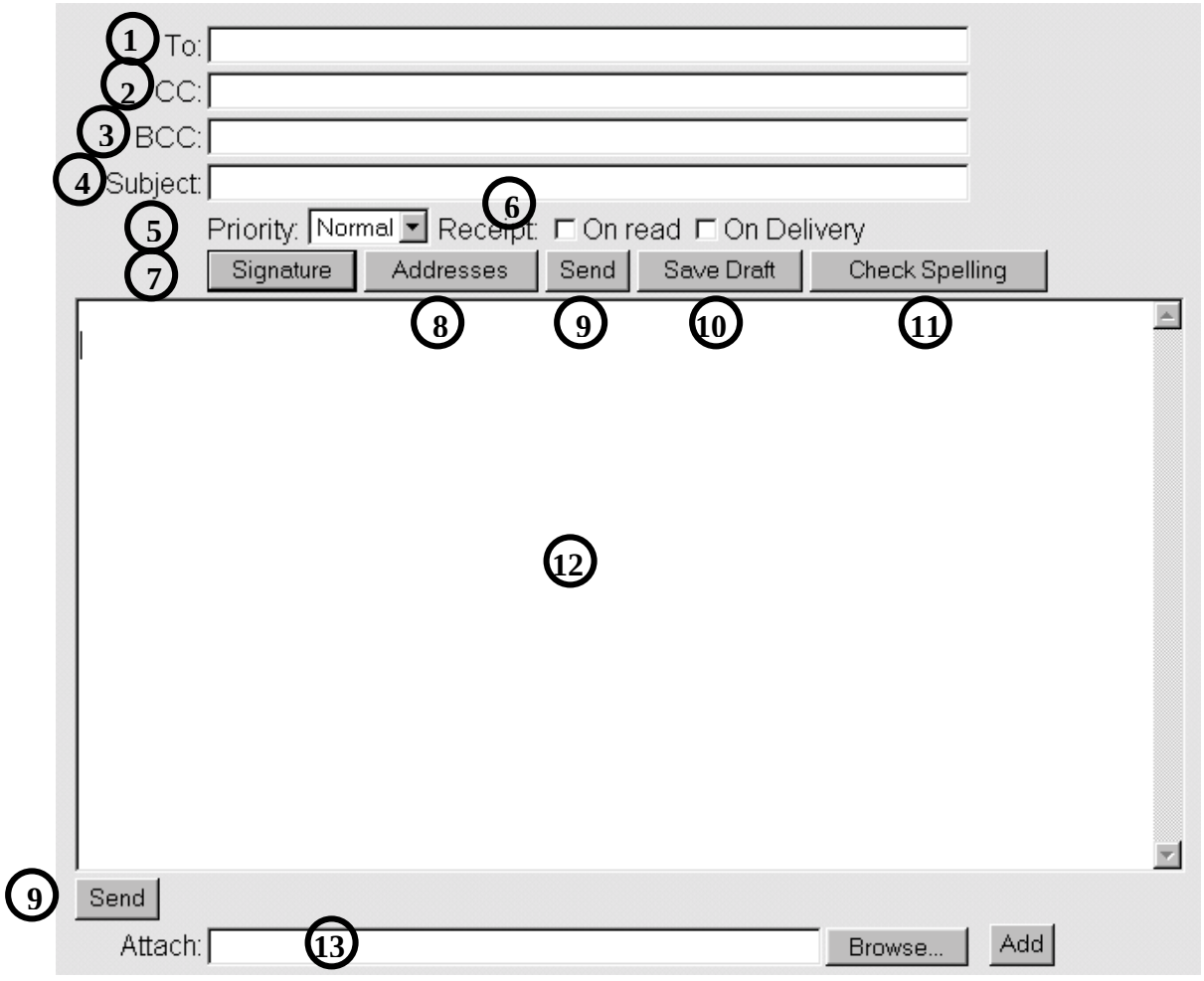


1	Message List	Click to return to the previous folder.
2	Delete	Click to delete this message and all attachments.
3	Previous | Next	Click to navigate between messages.
4	Forward	Click to forward this message and attachments to another recipient.
5	Reply	Click to reply to the sender.
6	Reply All	Click to reply to all recipients.
7	View Full Header	Click to display the header information for the message.
8	View Printable Version	Click to display message in a new window with all unnecessary.
9	Download this as a file	Click to save as a text file.

10	Attachments	Any attachments will be displayed here. Click **download** to download and save the attachment. Click **view** to view the attachment.
11	Delete & Prev	Delete this message and view the previous one.
12	Delete & Next	Delete this message and view the next one.
13	Move to	Use the drop down menu to move the message to a different folder.

To Compose a New Message

Click on the **Compose** link to start a new message. A blank message form will open in the same window. Type the body of your message in the large blank field.



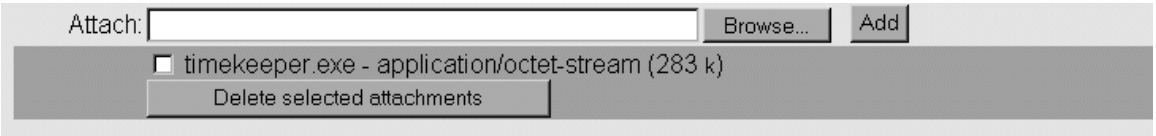
To Send a Message

Fill in the other fields as necessary. The only field required to send a message is the **To** field.

1	From:	This field will only be displayed if you have enabled multiple identities under the Options menu.
2	To:	Enter the email addresses of the recipients. Separate multiple recipients with a comma.
3	CC:	Enter the email addresses of the people who should receive a Carbon Copy of the message. Separate recipients with a comma.
4	BCC:	Enter the email addresses of the people who should receive a Blind Carbon Copy of the message. The people in the To: and CC: fields will not know that these people are receiving a copy of the message. Separate multiple recipients with a comma.
5	Subject:	Type in a short description of the message
6	Priority:	Use the drop down menu to choose between Normal, Low, and High priority.
7	Receipt:	Check the box next to **On Read** and/or **On Delivery** to be notified when your message has been read and/or delivered.
8	Signature	Click to insert a signature file.
	Addresses	Click to access the Brookdale faculty/staff email address book and your personal address book.
9	Send	Click to send the message.
10	Save Draft	Click to save a draft of the message.
11	Check Spelling	Spell Checker is not functional at this time.
12	Text box	Type the body of the message here.
13	Attach	Click to add attachments to the message.

To Add an Attachment

If you know the path for the file you wish to attach, you can type it directly into the text field. If not, click the browse button to search for the file. Once you find the file you wish to attach, click the **Add** button. The screen will change to show you which file(s) is now attached to the message.



To Delete an Attachment

To delete an attachment, check the checkbox next to the attachment name and click **Delete selected attachments**.

To Reply to a Message

When you have finished reading a message, you have three options for replying. When you click on any of these links, a new copy of the message appears. Replies are preaddressed to the recipients and all contain the text of the original message. When replying, RE: will appear before the subject in the Subject field. When forwarding, FWD: will appear before the subject in the Subject field. Compose your response above or within the original message. When you have completed your message, send it the same way as you would a new message.

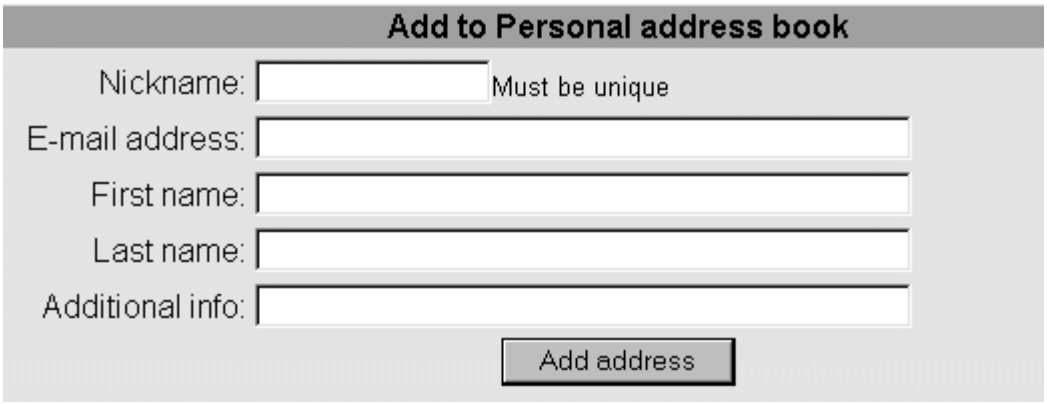
Forward	Click to forward this message to another recipient.
Reply	Click to reply to the sender.
Reply All	Click to reply to all recipients.

Addresses

The address book feature allows you to store the names and email addresses of people you frequently contact. The nickname feature of the address book allows you to assign a short name to each contact so that you do not have to type in the person's entire email address.

To Add an Entry in the Personal Address Book

Click the **Address** link on the Toolbar.



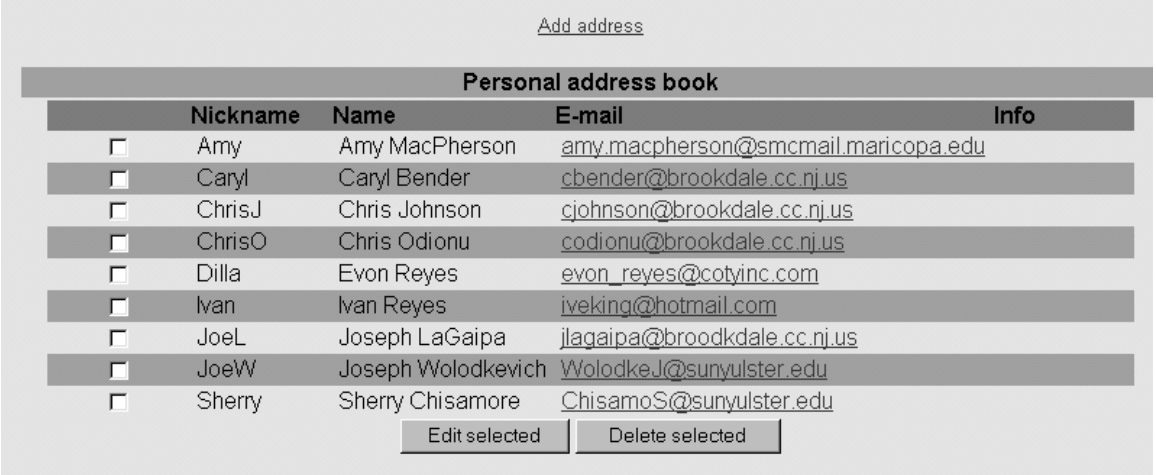
Nickname*****	Type in a unique identifier for this person. i.e. their first name.
Email address*****	Type in the full email address. i.e. jsmith@yahoo.com
First name*****	Type in the person's first name.
Last name	Type in the person's last name
Additional info	Type in any additional information you want to have on file.

*** Required field**

Complete the three required fields and click on **Add address**.

To Edit an Entry in the Personal Address Book

Click the **Address** link on the Toolbar.



Click the **check box** next to the entry you want to edit and click **Edit selected**. The Update Address screen will appear. Make the necessary changes and click **Update address**.

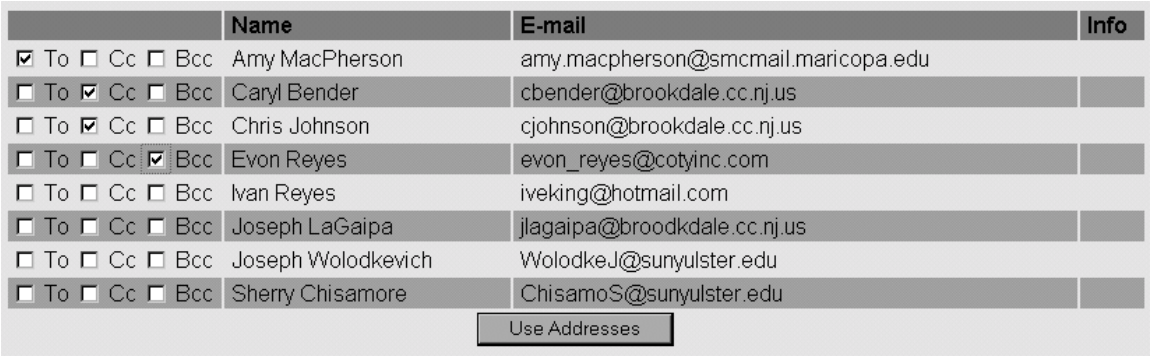
To Delete an Entry in the Personal Address Book

Click the **Address** link on the Toolbar.

Click the **check box** next to the entry you want to edit and click **Delete selected**. The entry will be deleted.

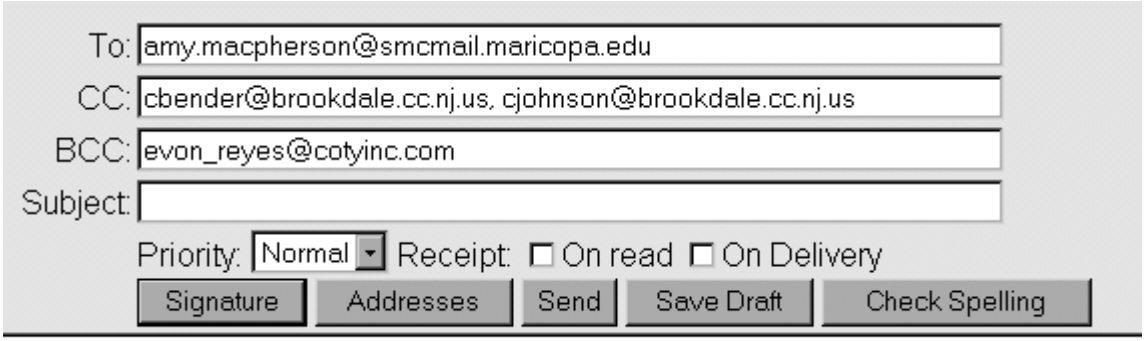
To Add Recipients Using The Address Book

You can add recipients to a message using the address book. With the message open, click on **Addresses** to open the Personal Address Book. All the entries you have added to your address book will appear. Next to each entry will be To, CC, and BCC, each with a check box.


Name
E-mail
Info
To Cc Bcc Amy MacPherson amy.macpherson@smcmail.maricopa.edu
To Cc Bcc Caryl Bender cbender@brookdale.cc.nj.us
To Cc Bcc Chris Johnson cjohnson@brookdale.cc.nj.us
To Cc Bcc Evon Reyes evon_reyes@cotyinc.com
To Cc Bcc Ivan Reyes iveking@hotmail.com
To Cc Bcc Joseph LaGaipa jlagaipa@broodkdale.cc.nj.us
To Cc Bcc Joseph Wolodkevich WolodkeJ@sunyulster.edu
To Cc Bcc Sherry Chisamore ChisamoS@sunyulster.edu
Use Addresses

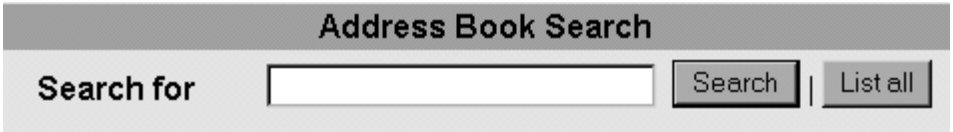
Select the check box next to the recipient and that recipient will be placed in the appropriate field in the email. i.e. If you select the check box next to BCC, the recipient will be placed in the BCC field. When you are finished making your selections, click **Use Addresses**.

You will be returned to the message form.



To Search the Address Book

Enter a portion of the recipient's name in the search field and click **Search**. All matching names will appear. If you want to see all names in your address book, click **List All**.

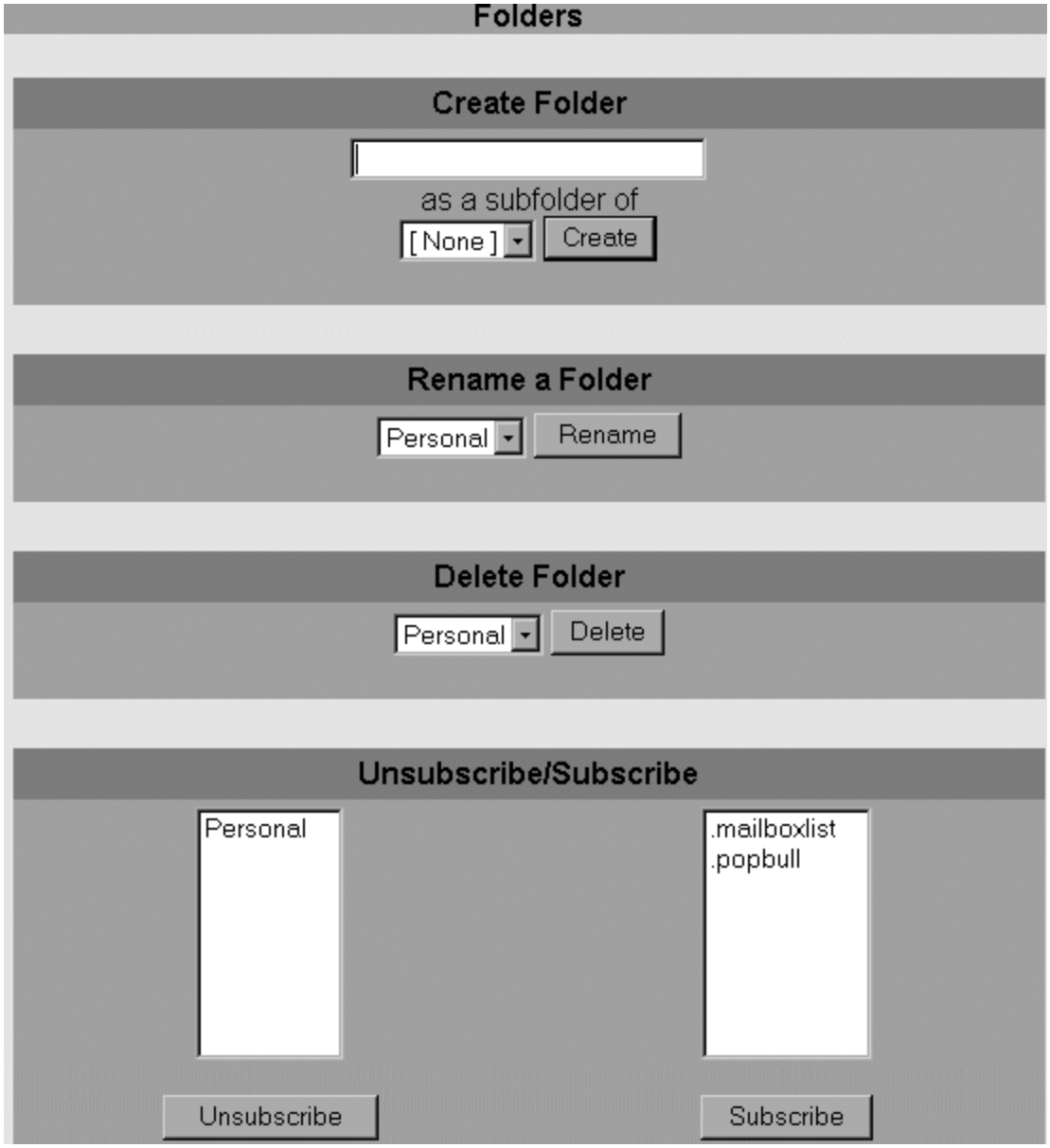


Folders

Folders allow you to organize your email. By default, SquirrelMail has four folders – INBOX, INBOX.Drafts, INBOX.Sent, and INBOX.Trash. You may create your own folders to store messages in. The INBOX, INBOX.Sent, and INBOX.Trash folders cannot be deleted.

To Create a Folder

Click on the **Folders** link. Type a name for the folder in the **Create Folder** field and click **Create**.



To Rename a Folder

Click on the **Folders** link. Use the drop down menu to select the name of the folder in the **Rename a folder** field and click **Rename**.

Type in the new name and click **Submit**.

To Delete a Folder

Click on the **Folders** link. Use the drop down menu to select the name of the folder in the **Delete Folder** field and click **Delete**.

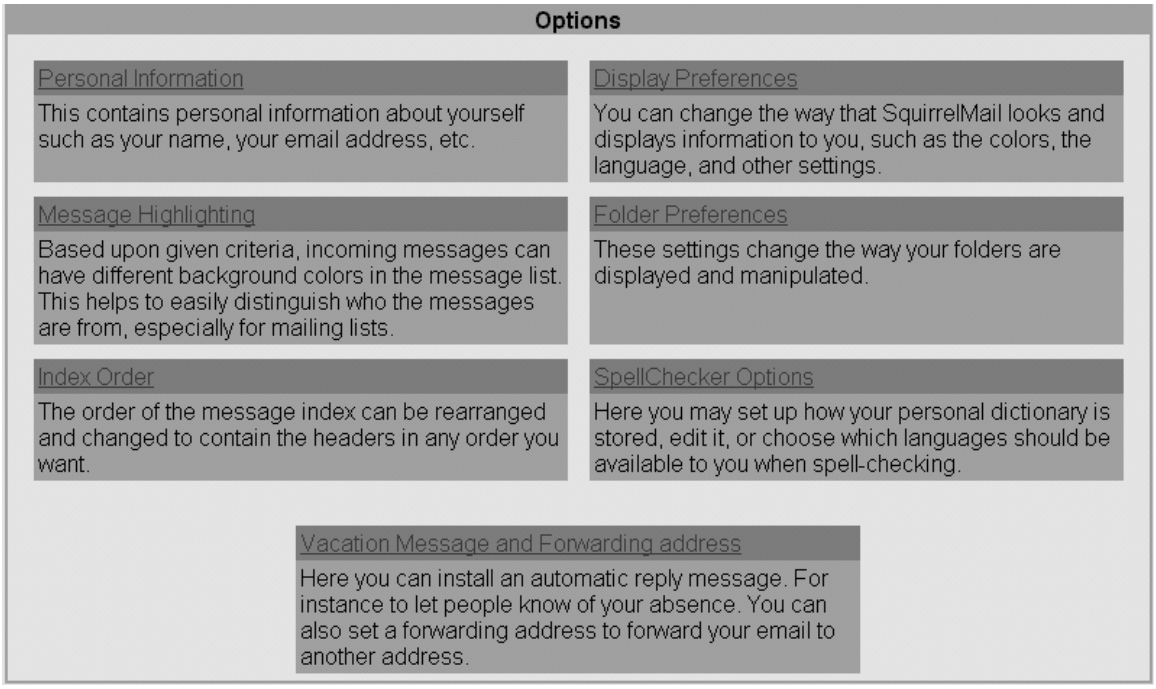
To Subscribe/Unsubscribe

Click on the **Folders** link. Click on the name of the folder and click either **Subscribe** or **Unsubscribe**. Subscribing to the folder will mean that you are able to view and utilize the folder. When you unsubscribe the folder, the folder still exists, but until you subscribe again, you cannot view or access the folder or its contents.

©2002 Brookdale Community College

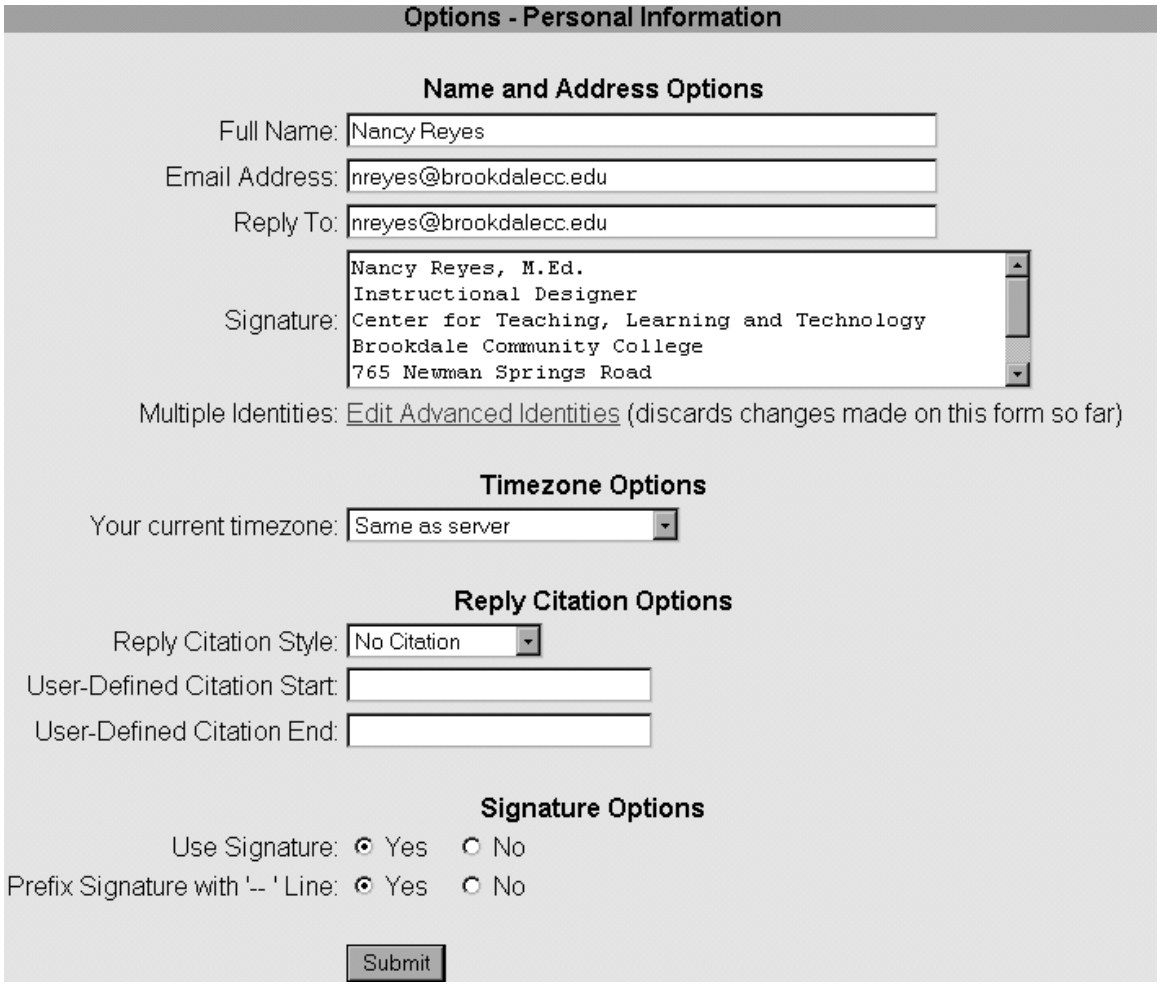
Options

SquirrelMail is highly customizable. To set up your preferences, click on the **Options** link. There are seven main sections in Options – Personal Information, Display Preferences, Message Highlighting, Folder Preferences, Index Order, Spell Checker Options, and Vacation Message.


Options
Personal Information
This contains personal information about yourself such as your name, your email address, etc.
Display Preferences
You can change the way that SquirrelMail looks and displays information to you, such as the colors, the language, and other settings.
Message Highlighting
Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.
Folder Preferences
These settings change the way your folders are displayed and manipulated.
Index Order
The order of the message index can be rearranged and changed to contain the headers in any order you want.
SpellChecker Options
Here you may set up how your personal dictionary is stored, edit it, or choose which languages should be available to you when spell-checking.
Vacation Message and Forwarding address
Here you can install an automatic reply message. For instance to let people know of your absence. You can also set a forwarding address to forward your email to another address.

Personal Information

Click on the Personal Information link to open the Options – Personal Information screen. Fill in the options that you prefer to complete.


Options - Personal Information
Name and Address Options
Full Name: Nancy Reyes
Email Address: nreyes@brookdalecc.edu
Reply To: nreyes@brookdalecc.edu
Signature: Nancy Reyes, M.Ed.
Instructional Designer
Center for Teaching, Learning and Technology
Brookdale Community College
765 Newman Springs Road
Multiple Identities: Edit Advanced Identities (discards changes made on this form so far)
Timezone Options
Your current timezone: Same as server
Reply Citation Options
Reply Citation Style: No Citation
User-Defined Citation Start:
User-Defined Citation End:
Signature Options
Use Signature: Yes No
Prefix Signature with '-- ' Line: Yes No
Submit

Name and Address Options

Full Name	If you do not complete this field, your email address will appear in the “From” field of the messages you send.
Email Address	This is optional.
Reply To	This is optional. If you want people to reply to a different email address (i.e. your Hotmail account) then type it here.

Signature	A signature is text that is automatically added to the bottom of your message. Type in the text here.
Multiple Advanced Identities	Click to add another "identity." For example, you can add your home email address and send email from your Yahoo account using SquirrelMail.

Time Zone Options

Your Current Time Zone	Use the drop down menu to select the time zone.

Reply Citation Options

Reply Citation	When you reply to a message, the original message will be quoted. This option allows you to chose the citation line that starts the quote. Use the drop down menu to choose. **No Citation** – No citation line. **Author Said** – Uses the line John Doe Said: **Quote Who XML** – Uses the line <quote who="John Doe">
User-Defined	This allows you to set your own citation. The author name will be inserted between what you type in the start and end fields.

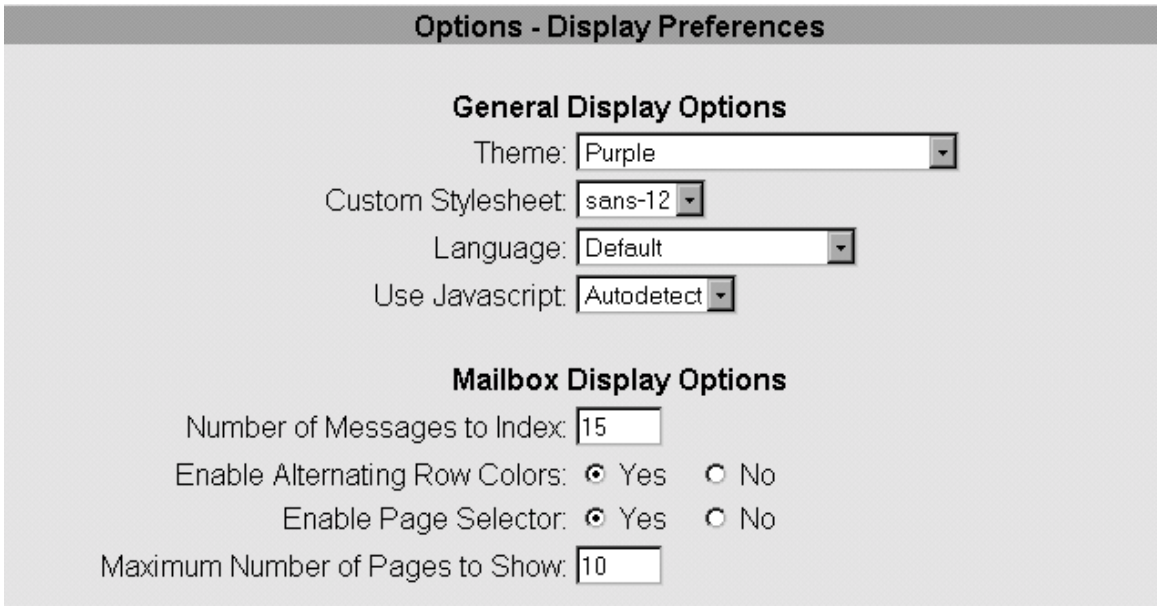
Signature Options

Use Signature	Click "Yes" if you are using a signature.
Prefix Signature with "- -" Line	Click "Yes" if you want your signature prefixed with a dashed line.

When your choices are complete, click **Submit**.

Display Preferences

Click the **Display Preferences** link to change how SquirrelMail is displayed.

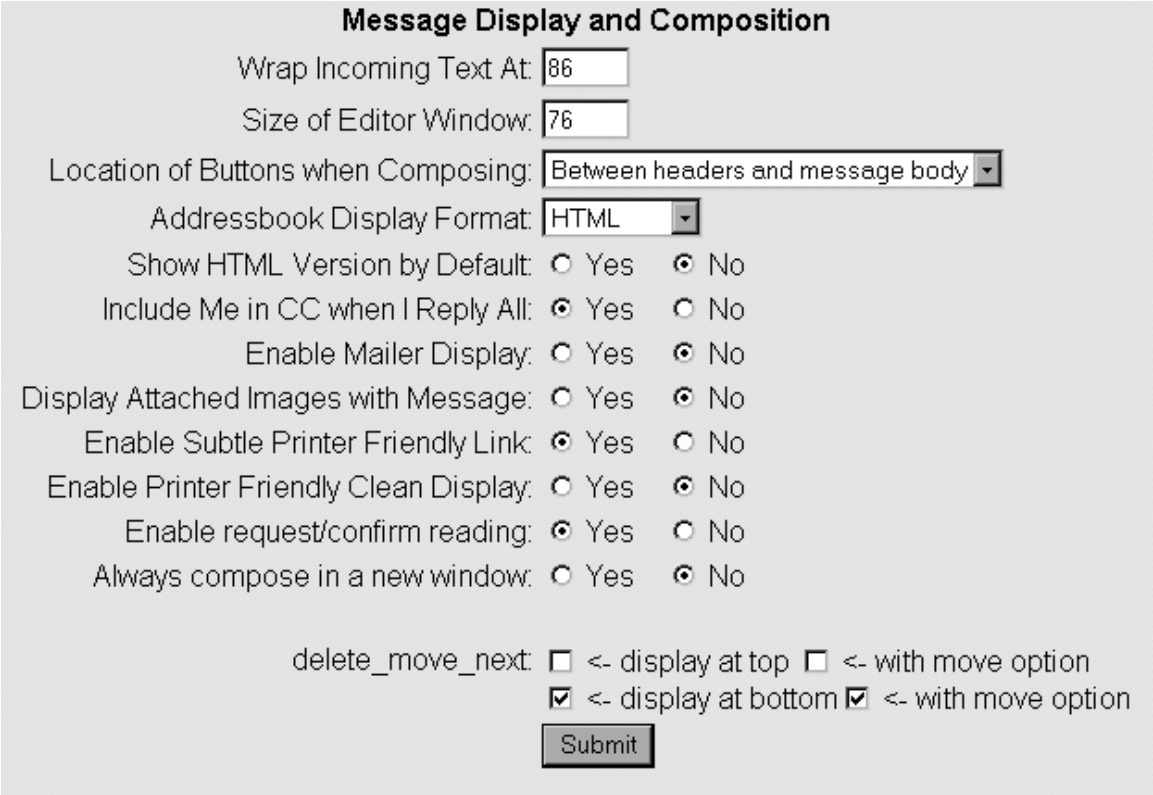

Options - Display Preferences
General Display Options
Theme: Purple
Custom Stylesheet: sans-12
Language: Default
Use Javascript: Autodetect
Mailbox Display Options
Number of Messages to Index: 15
Enable Alternating Row Colors: Yes No
Enable Page Selector: Yes No
Maximum Number of Pages to Show: 10

General Display Options

Theme	Use the drop down menu to choose a theme color.
Custom Stylesheet	Use the drop down menu to choose a font style/size.
Language	Use the drop down menu to choose a language. The default language is English.
Use Javascript	Use the dropdown menu to choose Autodetect.

Mailbox Display Options

Number of Messages to Index	Type in the number of messages to show in a folder at one time.
Enable Alternating Row Colors	Alternates the row colors.
Enable Page Selector	Allows you to jump to a specific page of messages.
Maximum Number of Pages to Show	Limits how many page numbers will be shown.


Message Display and Composition
Wrap Incoming Text At: 86
Size of Editor Window: 76
Location of Buttons when Composing: Between headers and message body
Addressbook Display Format: HTML
Show HTML Version by Default: Yes No
Include Me in CC when I Reply All: Yes No
Enable Mailer Display: Yes No
Display Attached Images with Message: Yes No
Enable Subtle Printer Friendly Link: Yes No
Enable Printer Friendly Clean Display: Yes No
Enable request/confirm reading: Yes No
Always compose in a new window: Yes No
delete_move_next: <- display at top <- with move option
<- display at bottom <- with move option
Submit

Message Display and Composition

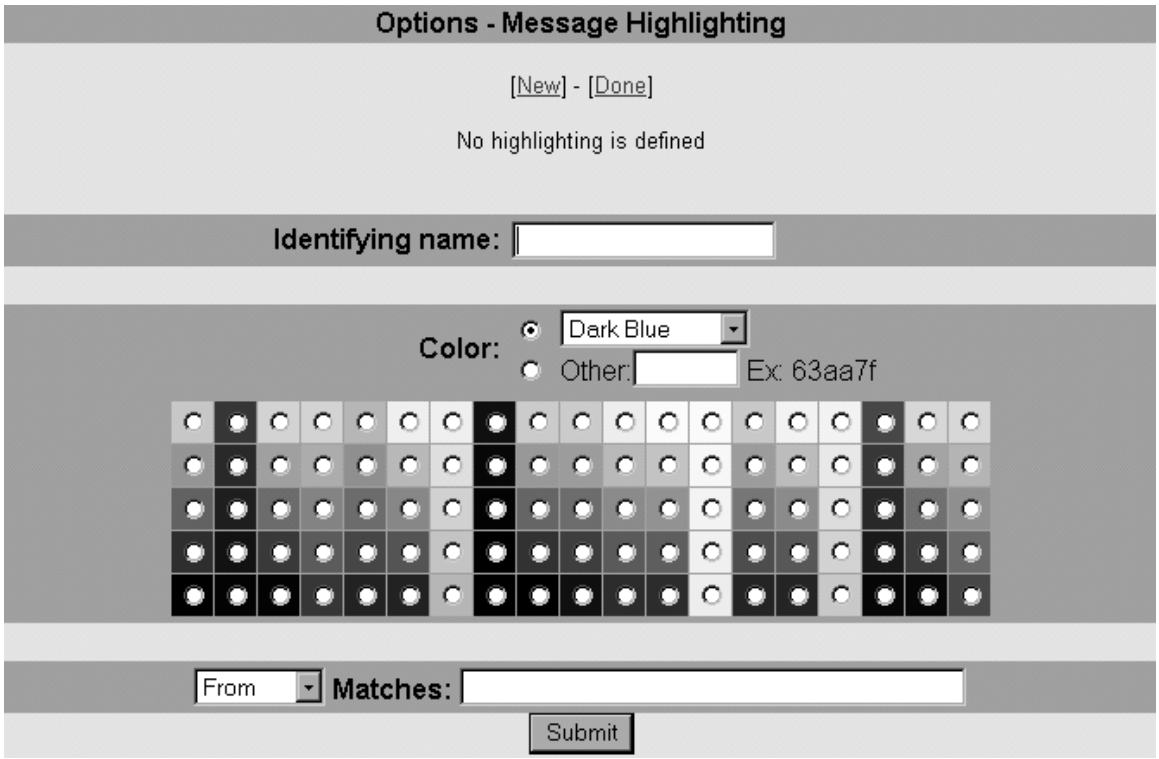
Wrap Incoming Text At	Set the number of characters to allow before wrapping the text. 86 is a good number.
Size of Editor Window	Set how many characters you want in the "Compose" before wrapping starts.
Location of Buttons…	Use the drop down menu to choose where you want the Addresses, Save Draft, and Send buttons located.
Addressbook Display	Use the drop down menu to choose the format you want the Address book displayed in – HTML or Javascript. HTML will be compatible with most browsers.
Show HTML Version…	Click YES if you want to receive mail in HTML. The HTML version will allow you to see formatted text and images.

Include Me in CC…	Clicking Reply All will send the reply to everyone including you.
Enable Mailer Display…	This will display the email program the sender used.
Display Attached Images…	This will automatically display the attached images.
Enable Subtle Printer…	Determines the way the printable version link will display.
Enable Printer Friendly…	Cleans the message so that the printed version looks better.
Enable request/confirm…	Allows you to request a message read confirmation.
Always compose in a new…	Allows you to decide if new messages will be composed in the same or a new window.
Delete_move_next	Allows you to choose where the Delete, Move, Next links will be located.

When your choices are complete, click **Submit**.

Message Highlighting

The Message Highlighting option allows you to change the background color of certain messages, allowing you to easily distinguish between messages in your mailbox. This can be very helpful if you belong to several mailing lists. Click on the **Message Highlighting** link. Click on **New**.

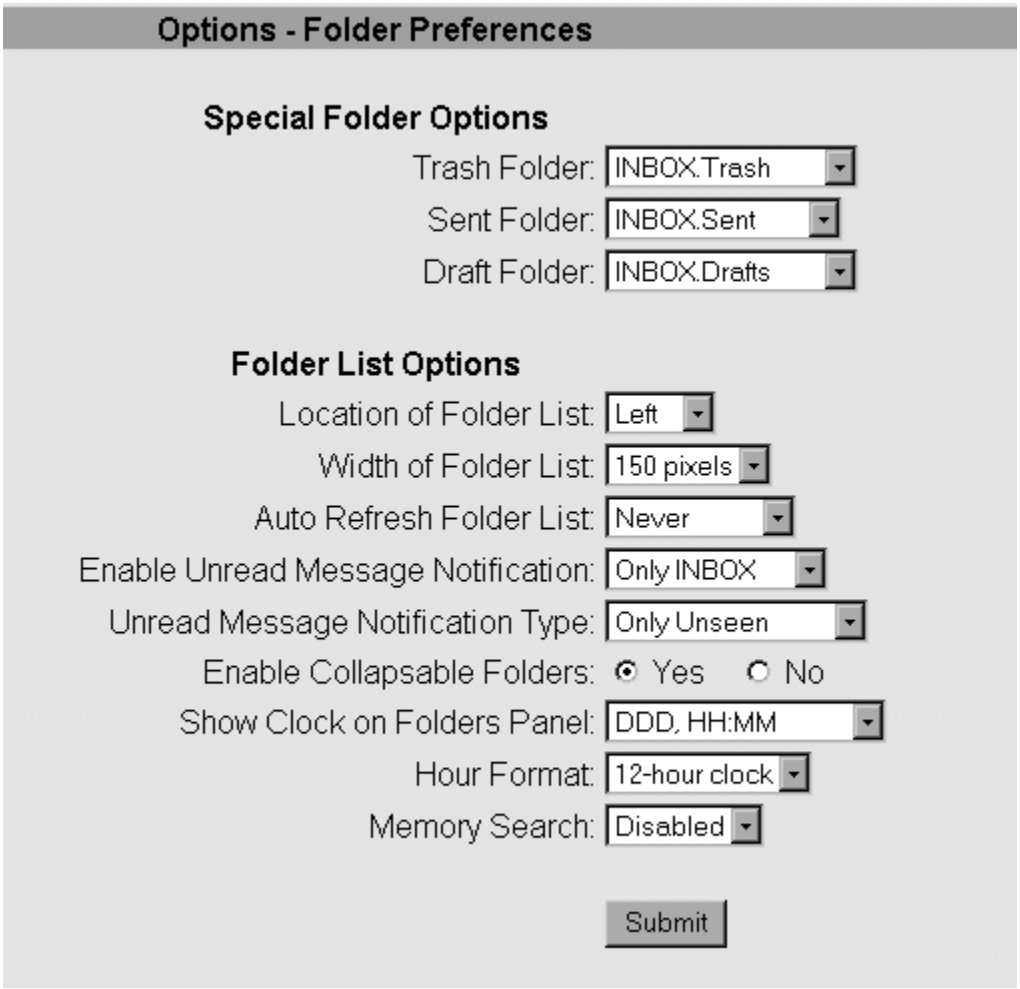


Identifying name	Enter a description.
Color	Chose the color for the background by either using the drop down menu, by typing in the HEX code, or by selecting the radio button next to the color of your choice.
Match	Use the drop down menu to select the header field to match and then type in the phrase to match. For example, your match may be: From **Matches** jsmith@hotmail.com **Or** Subject **Matches** the kids

When your choices are complete, click **Submit**.

Folder Preferences

Click the **Folder Preferences** link to change the way the folders are displayed and manipulated.


Options - Folder Preferences
Special Folder Options
Trash Folder: INBOX.Trash
Sent Folder: INBOX.Sent
Draft Folder: INBOX.Drafts
Folder List Options
Location of Folder List: Left
Width of Folder List: 150 pixels
Auto Refresh Folder List: Never
Enable Unread Message Notification: Only INBOX
Unread Message Notification Type: Only Unseen
Enable Collapsable Folders: Yes No
Show Clock on Folders Panel: DDD, HH:MM
Hour Format: 12-hour clock
Memory Search: Disabled
Submit

Special Folder Options

Trash Folder	Use the drop down menu to choose which folder messages will be sent to when you delete them.
Sent Folder	Use the drop down menu to choose which folder messages will be sent to when you send them.
Draft Folder	Use the drop down menu to choose which folder messages will be sent to when you save a draft.

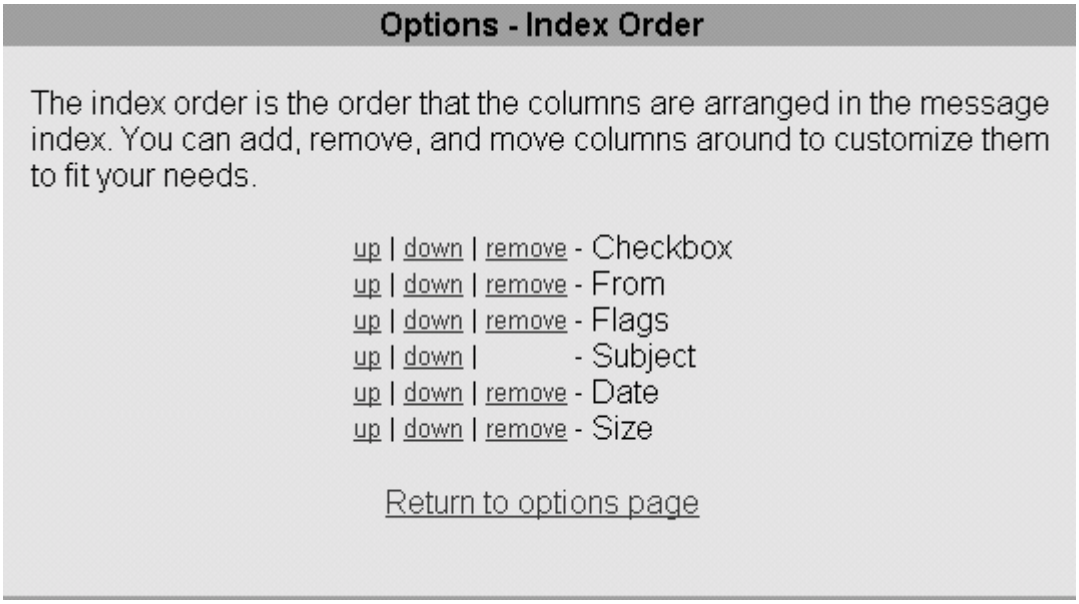
Folder List Options

Location of Folder List	Use the drop down menu to choose whether you want the Folders List on the left or right of your window.
Width of Folder List	Use the drop down menu to choose the width of the Folders List.
Auto Refresh Folder List	Use the drop down menu to select the time increments to automatically refresh the Folder List.
Enable Unread…	Use the drop down menu to choose how SquirrelMail notifies you of new messages.
Unread Message…	Use the drop down menu to choose whether you want the Folder List to display the number of unread messages in the folder or the total number of messages in the folder.
Enable Collapsable…	Use the drop down menu to choose whether you want to be able to expand and collapse folders that contain subfolders.
Show Clock	Use the drop down menu to choose whether you want a clock to be displayed above the Folder List.
Hour Format	Use the drop down menu to choose the format for the clock.
Memory Search	Use the drop down menu to choose the number of searches that will be saved for easy access at a later time.

When your choices are complete, click **Submit**.

Index Order

Click the **Index Order** link to rearrange the columns in the message list.


Options - Index Order
The index order is the order that the columns are arranged in the message index. You can add, remove, and move columns around to customize them to fit your needs.
up | down | remove - Checkbox
up | down | remove - From
up | down | remove - Flags
up | down | - Subject
up | down | remove - Date
up | down | remove - Size
Return to options page

Options – Index Order

Up	Click to move the item further up.
Down	Click to move the item further down.
Remove	Click to remove the item.

When your choices are complete, click **Return to options page**.

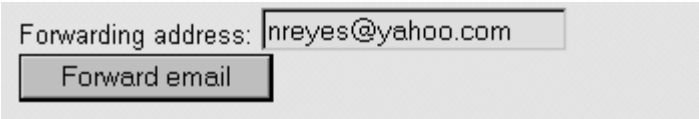
Spell Checker Options

Spell Checker is not functional at this time.

Vacation Message and Forward Address

To Add a Forwarding Address

You can automatically forward your Brookdale email to another email address. Type the complete email address in the text box and click the **Forward email** button.



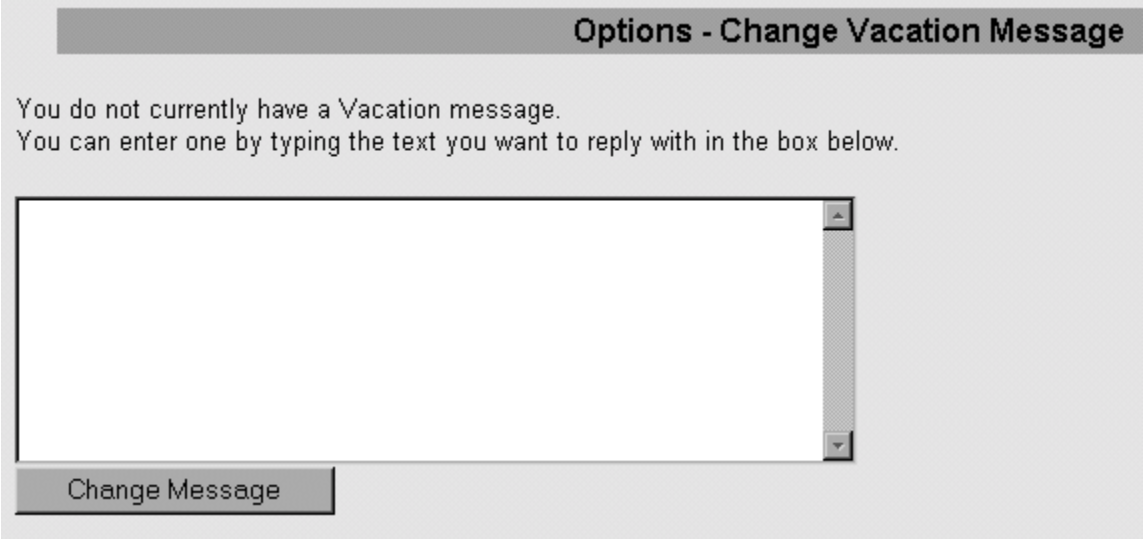
Note: you cannot set a forwarding address while you have a vacation message set**.**

To Remove a Forwarding Address

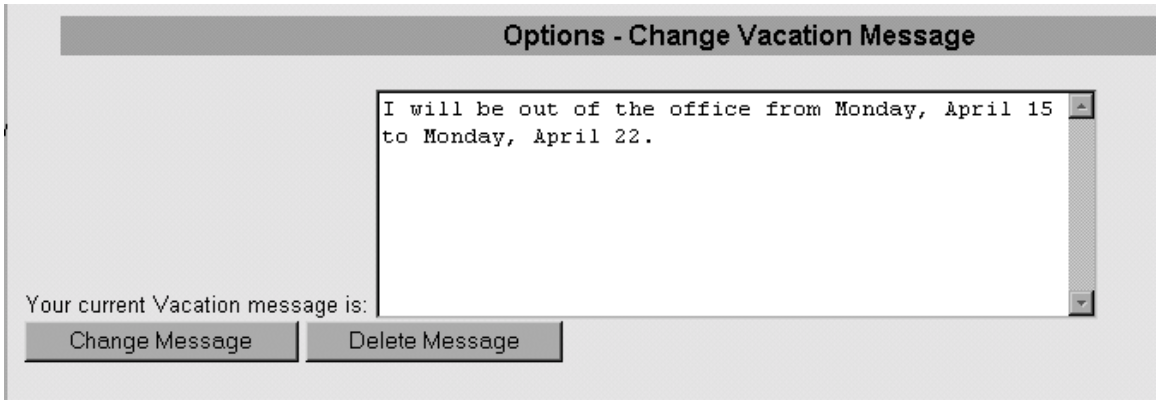
Click the **Stop Forward** button.

To Add a Vacation Message

Click on the **Vacation Message** link to send an automated out-of-office response to anyone sending you an email message. The screen will show that you do not currently have a Vacation Message.

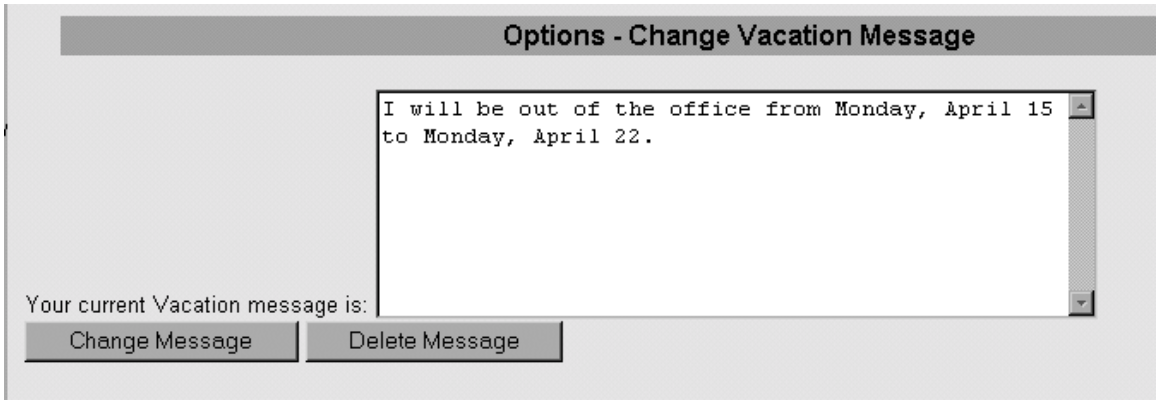

Options - Change Vacation Message
You do not currently have a Vacation message.
You can enter one by typing the text you want to reply with in the box below.
Change Message

Type the message you want to send in the text box and click **Change Message**.

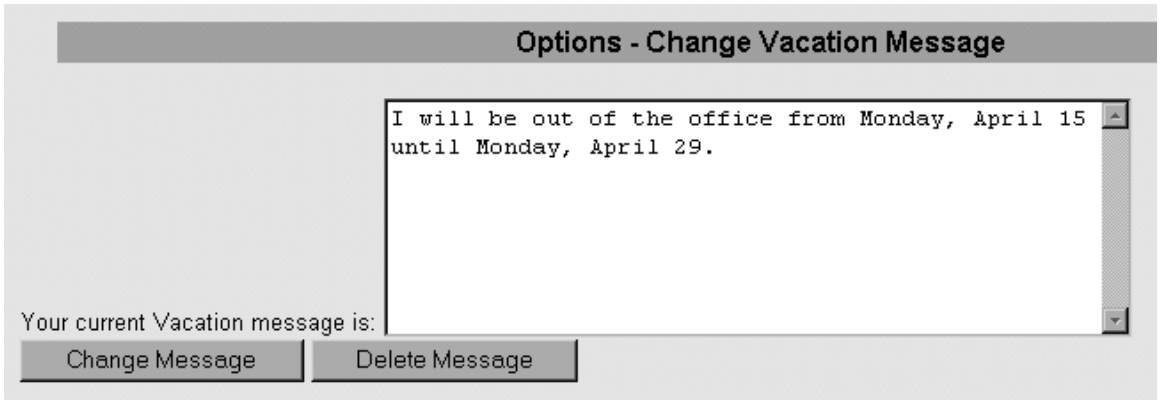

Options - Change Vacation Message
I will be out of the office from Monday, April 15 to Monday, April 22.
Your current Vacation message is:
Change Message
Delete Message

The screen will change to show you what your current Vacation Message is. Click on any link to go to another section of SquirrelMail.

To Change a Vacation Message
If you want to change the message, click on the **Vacation Message** link**.**

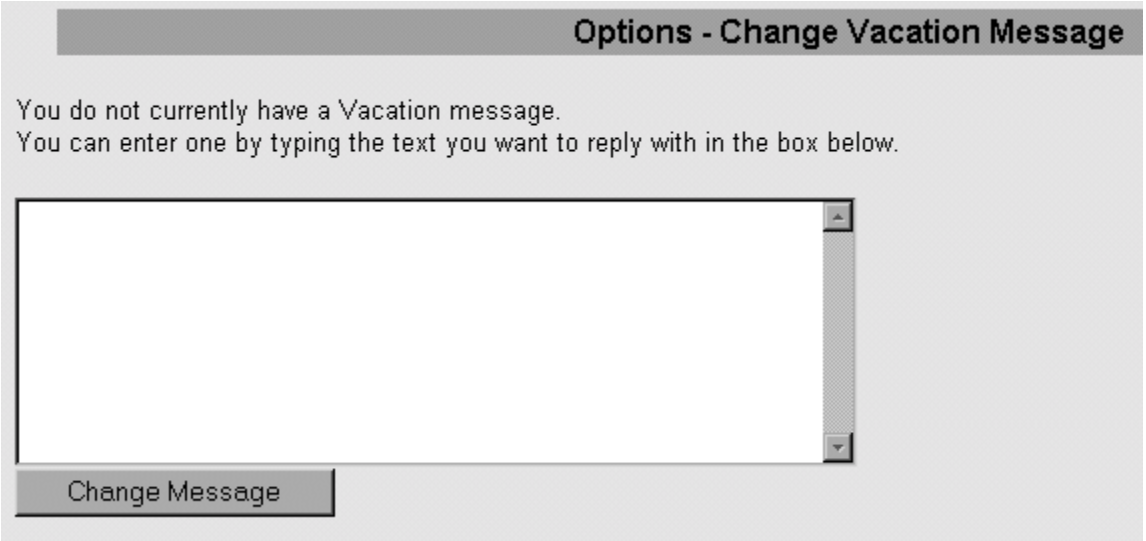

Options - Change Vacation Message
I will be out of the office from Monday, April 15 to Monday, April 22.
Your current Vacation message is:
Change Message
Delete Message

Type the new message in the text box, and click **Change Message**.


Options - Change Vacation Message
I will be out of the office from Monday, April 15 until Monday, April 29.
Your current Vacation message is:
Change Message
Delete Message

The screen will change to show you what your current Vacation Message is. Click on any link to take to another section of SquirrelMail.

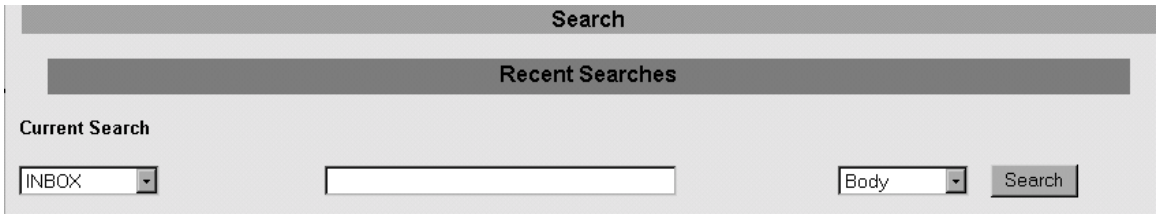
To Delete a Vacation Message
When you are back in the office, click on the **Vacation Message** link. Click **Delete Message**.


Options - Change Vacation Message
You do not currently have a Vacation message.
You can enter one by typing the text you want to reply with in the box below.
Change Message

The screen will change to show that you do not currently have a Vacation Message.

Search

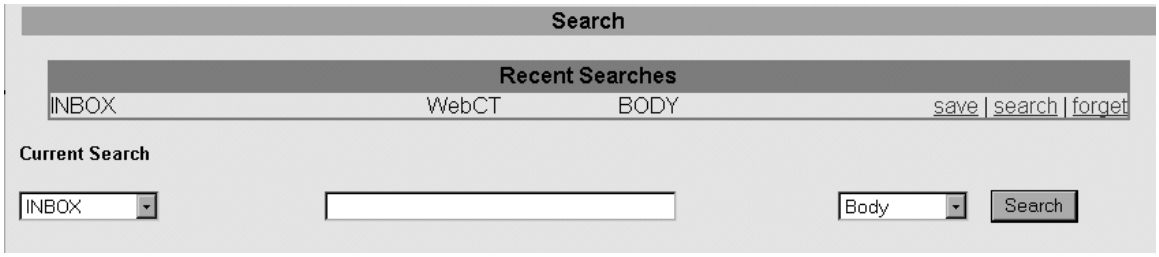
Click on the **Search** link to access this feature. This utility allows you to search your folders for messages that match specific criteria. If you have enabled the Memory Search option in Folders Options, your most recent searches will be displayed for easy access.



INBOX	Use the drop down menu to choose the folder you wish to search. You may also choose to search All Folders.
Text Box	Type keywords in the text box.
Body	Use the drop down menu to choose where you want SquirrelMail to search for the keywords – the body of the message, the To field, the From field, the CC field, the BCC field, the Subject field, or Everywhere

Click **Search**.

If you have enabled Memory Search, your recent searches will appear under the Recent Searches header. It will list which folder you searched, the keyword(s), and which part of the message you searched.

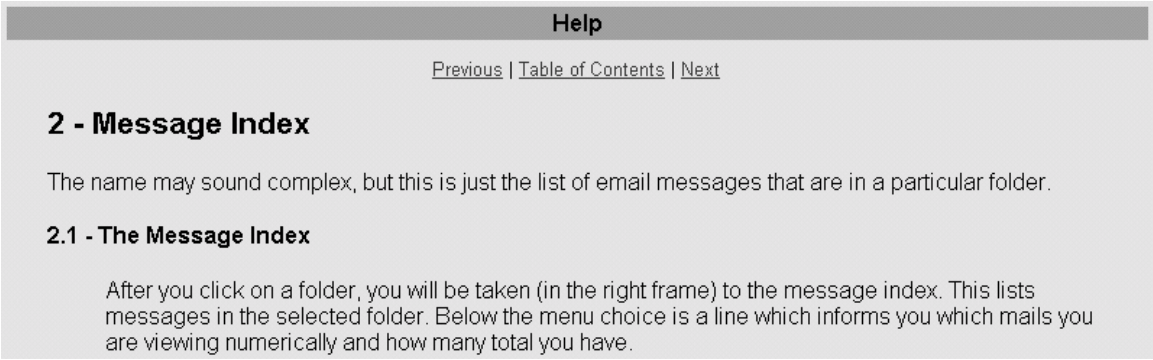


You have three options.

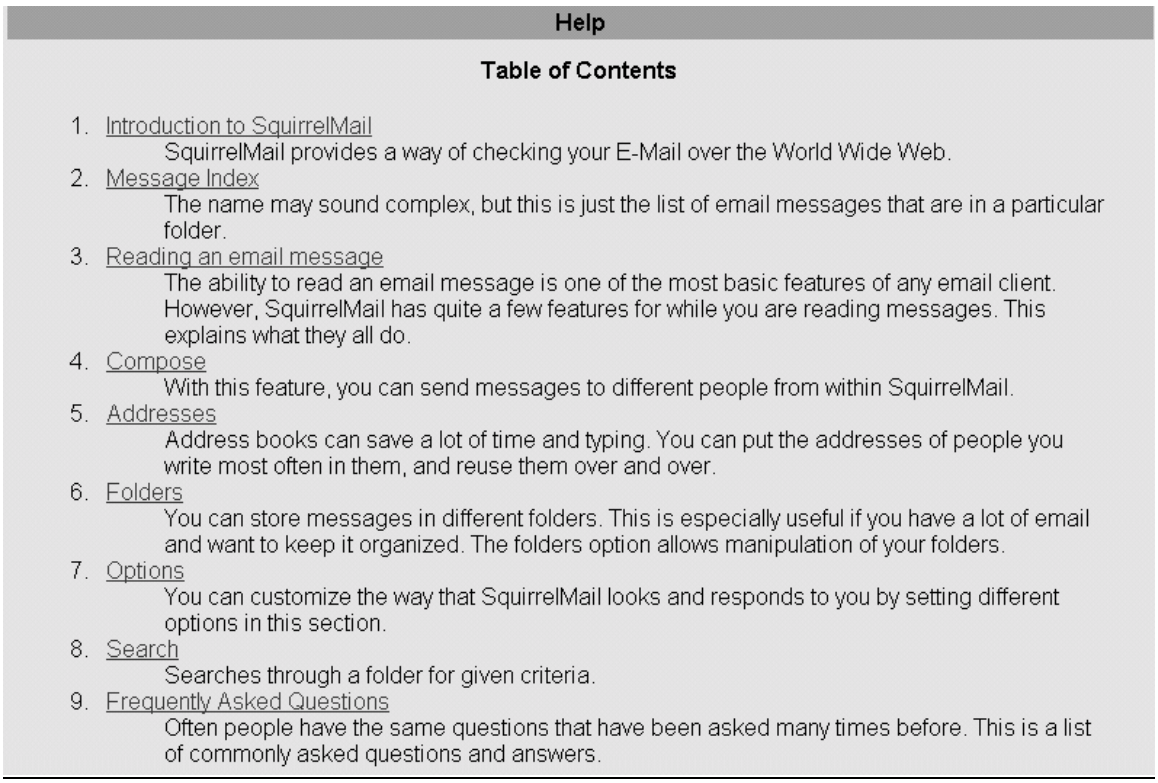
Save	Click to save this search.
Search	Click to run this search again.
Forget	Click to delete this search.

Help

Click on the **Help** link to access the Help menu. You can access the Help menu from any screen within SquirrelMail. Clicking Help will automatically take you to the Help section for that screen.


Help
Previous | Table of Contents | Next
2 - Message Index
The name may sound complex, but this is just the list of email messages that are in a particular folder.
2.1 - The Message Index
After you click on a folder, you will be taken (in the right frame) to the message index. This lists messages in the selected folder. Below the menu choice is a line which informs you which mails you are viewing numerically and how many total you have.

To navigate the Help menu, click **Previous**, click **Next**, or click **Table of Contents**.

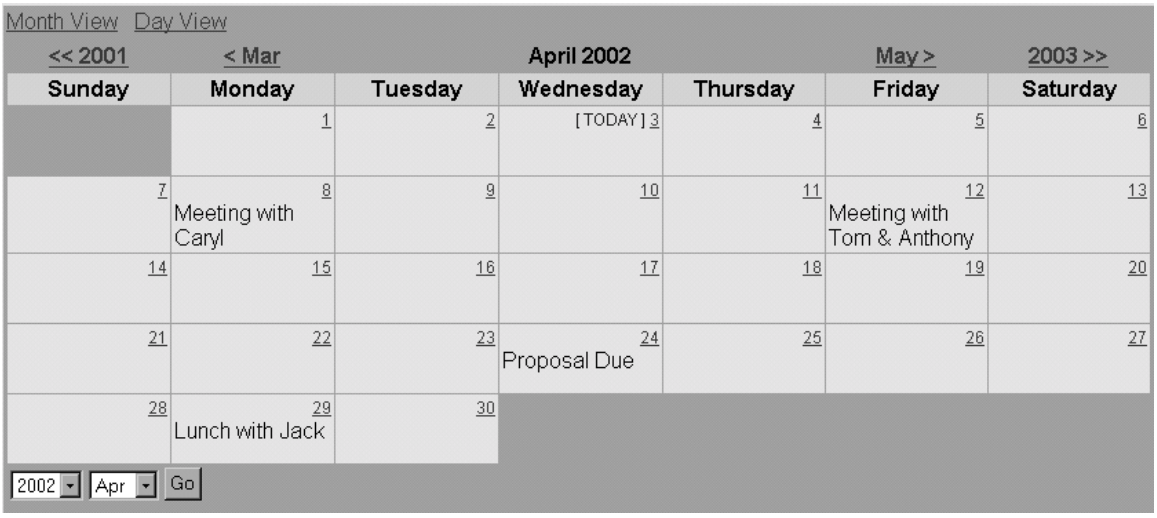

Help
Table of Contents
1. Introduction to SquirrelMail
SquirrelMail provides a way of checking your E-Mail over the World Wide Web.
2. Message Index
The name may sound complex, but this is just the list of email messages that are in a particular folder.
3. Reading an email message
The ability to read an email message is one of the most basic features of any email client. However, SquirrelMail has quite a few features for while you are reading messages. This explains what they all do.
4. Compose
With this feature, you can send messages to different people from within SquirrelMail.
5. Addresses
Address books can save a lot of time and typing. You can put the addresses of people you write most often in them, and reuse them over and over.
6. Folders
You can store messages in different folders. This is especially useful if you have a lot of email and want to keep it organized. The folders option allows manipulation of your folders.
7. Options
You can customize the way that SquirrelMail looks and responds to you by setting different options in this section.
8. Search
Searches through a folder for given criteria.
9. Frequently Asked Questions
Often people have the same questions that have been asked many times before. This is a list of commonly asked questions and answers.

From the Table of Contents, click the link for the section you wish to reach.

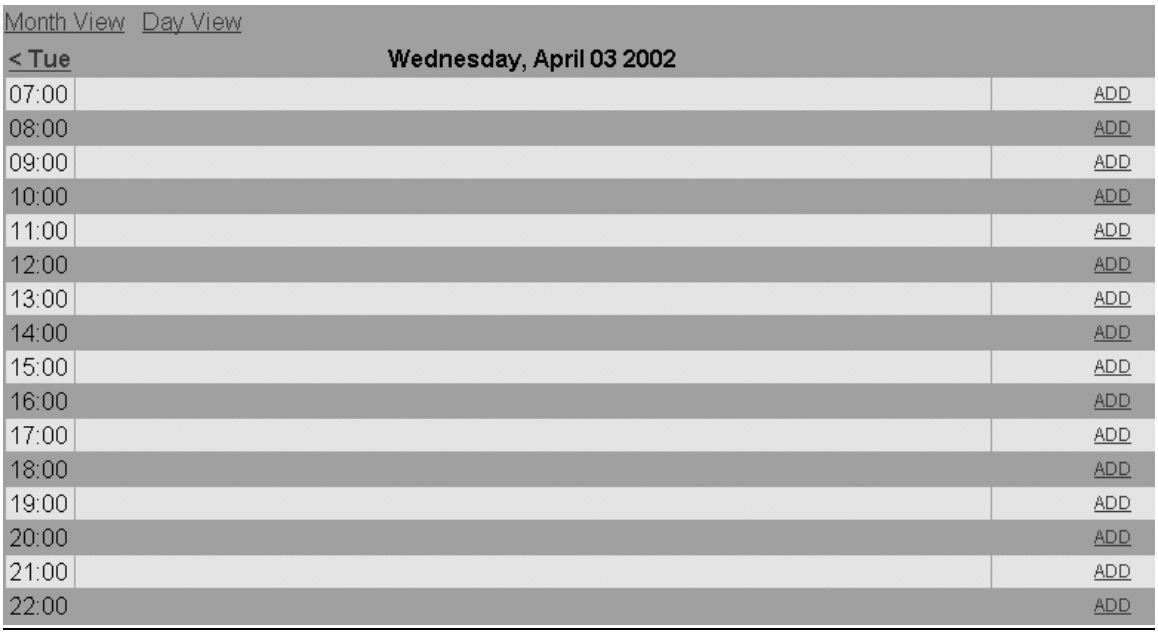
Calendar

Click on the **Calendar** link to access this extremely useful tool. The calendar gives you two views – daily and monthly. It also allows you to enter appointments, events, and meetings.

Month View
Month View is the default view in Calendar.


Month View Day View
<< 2001 < Mar April 2002 May > 2003 >>
Sunday Monday Tuesday Wednesday Thursday Friday Saturday
1 2 [TODAY] 3 4 5 6
7 8 Meeting with Caryl 9 10 11 12 Meeting with Tom & Anthony 13
14 15 16 17 18 19 20
21 22 23 24 Proposal Due 25 26 27
28 29 Lunch with Jack 30
2002 Apr Go

Day View
Click on the **Day View** link to see the day view.



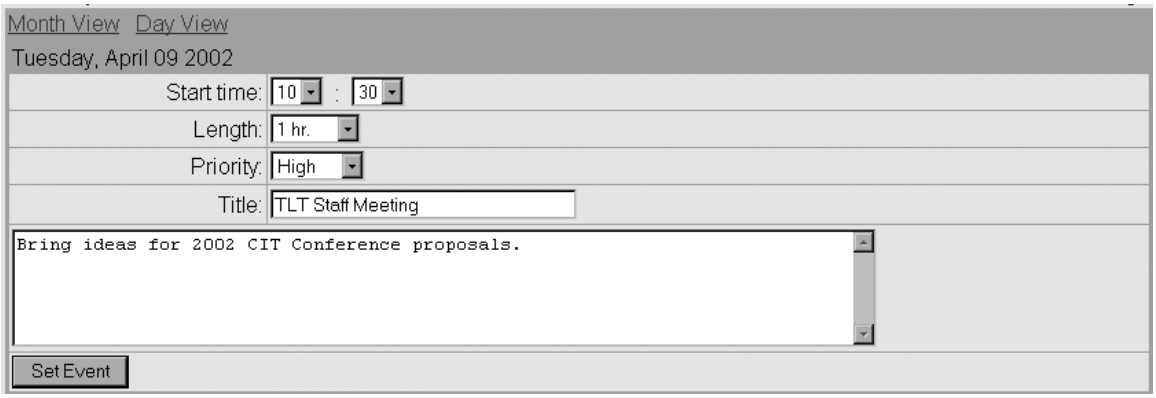
To Navigate the Calendar

There are several ways to navigate through the calendar.

1	Month View	Click to see the Month View
2	Day View	Click to see the Day View
3	<<2001	Click to view this month the previous year.
4	<Mar	Click to view the previous month this year.
5	May>	Click to see the next month this year.
6	2003>	Click to see this month next year.
7	Day of the Week	Click on the link for any day of the week to see the Day View for that day.
8	2002/Apr/Go	Use the drop down menus to select the year and month you want to see and click Go to view that year/month.

To Add an Appointment, Event, or Meeting

Click on link for the date of the appointment to get to the day view. Click on the **ADD** link to the right of the time the appointment starts. The screen will change to allow you to add details of the appointment.



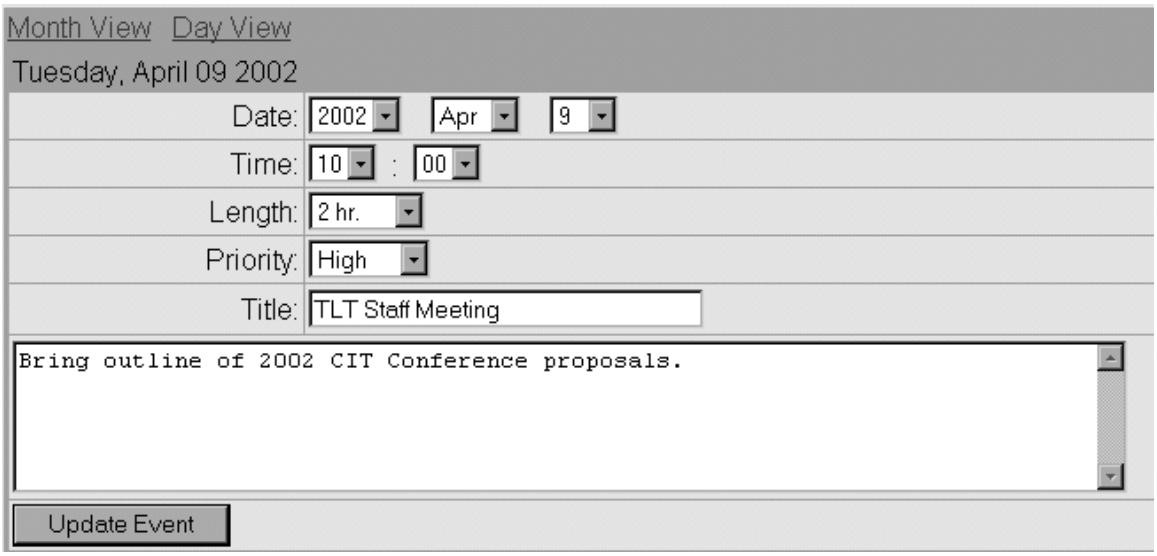
Start Time	Use the drop down menus to set the start time.
Length	Use the drop down menus to set the length of the appointment.
Priority	Use the drop down menu to set the priority of the appointment to Normal or High.
Title	Type in a title for the appointment.
Text box	Type in any notes.

Click **Set Event**. The screen will change to notify you that the event has been added to your calendar.

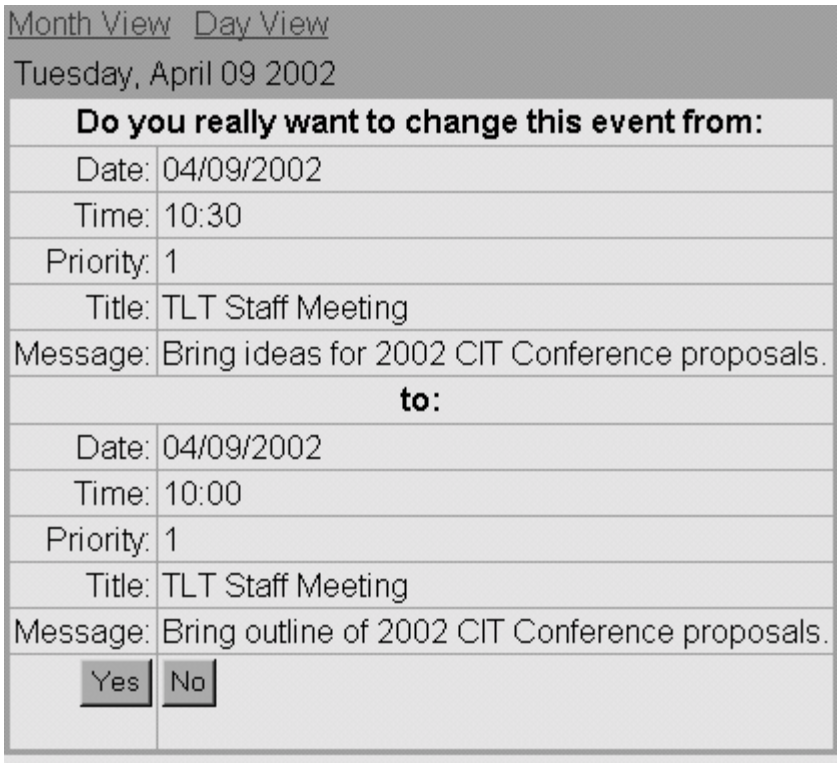
Click **Day View** or **Month View** to return to your calendar.

To Edit an Appointment, Event, or Meeting

Click on link for the date of the appointment to get to the day view. Click on the **Edit** link to the right of the appointment. Make your changes and click **Update Event**.

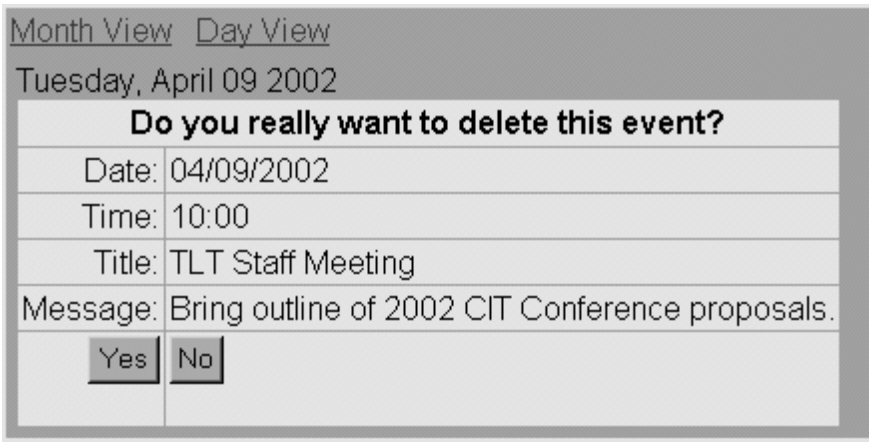


SquirrelMail will verify that you want to make the changes. Click **Yes** to accept the changes or **No** to decline and return to the Day View.



To Delete an Appointment, Event, or Meeting

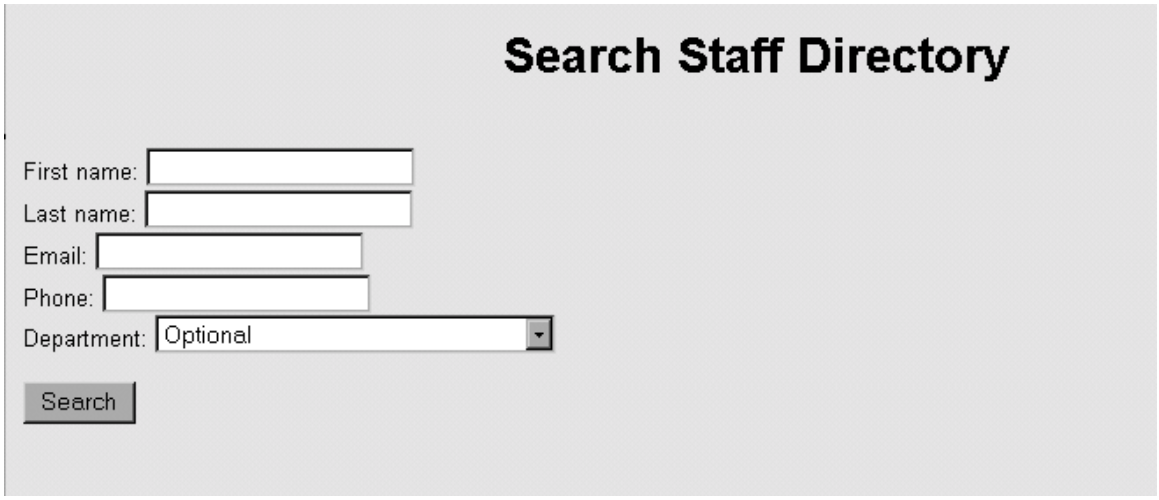
Click on link for the date of the appointment to get to the day view. Click on the **Del** link to the right of the appointment. SquirrelMail will ask if you are sure that you want to delete the appointment.



Click **Yes** to delete the appointment or **No** to return to the Day View.

Search Faculty Directory

Click on the Search Faculty Directory link to search the Brookdale Community College Faculty and Staff Directory.



First Name	Type in the person's first name to search the directory by first name.
Last Name	Type in the person's last name to search the directory by last name.
Email	Type in the person's email address to search the directory by email address.
Phone	Type in the person's phone number to search the directory by phone number.
Department	Use the drop down menu to search the directory by department.

You must fill in at least one field and then click **Search**. All names that meet your criteria will be returned.

To Send a Message Using the Staff Directory

Once you have completed your search, there are three ways to send a message using the staff directory. You can click on the person's email address; click the check box next to the person's name and click Compose; or click Toggle All and click Compose. Note: Clicking Toggle All will send the message to everyone on your result list.

Clicking **Compose** will open a new message window with the **To** field filled in.